

Multi-Part Motions

For Attorneys

This lesson explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection with an attached exhibit.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2.



Figure 2

- ◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

The screenshot shows the 'File a Motion' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow banner with the text 'File a Motion'. Underneath is a form with a label 'Case Number' and a text input field containing '01-10896'. To the right of the input field is a yellow tooltip box containing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **DOCUMENT SELECTION** screen displays next. (See Figure 4.)

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Figure 4

- ◆ Click to highlight adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is 'File a Motion:' followed by the case number '4:01-bk-10896 Julie Ann Yellowbird'. A checkbox labeled 'Joint filing with other attorney(s)' is present and unchecked. At the bottom are 'Next' and 'Clear' buttons.**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this is a joint filing with another attorney(s) you will be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)The screenshot shows the ECF system interface for the 'SELECT PARTY' screen. It has the same top navigation bar as Figure 5. The page title is 'File a Motion:' followed by the case number '4:01-bk-10896 Julie Ann Yellowbird'. Below this, the text 'Select the Party:' is followed by a text box containing 'Yellowbird, Julie Ann [pty.db]'. To the right of the text box is a hyperlink 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.**Figure 6**

- ◆ In this example, the creditor is Friendly Finance. Since the party, Friendly Finance, is not listed, it must be added. Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

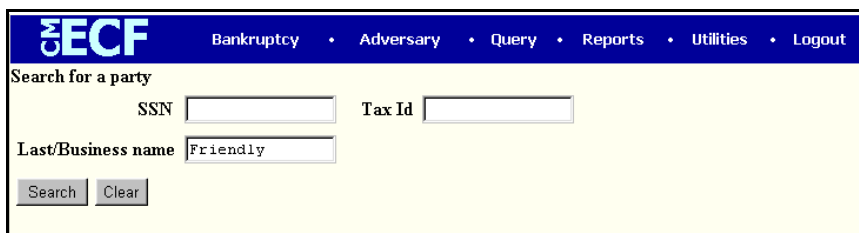


Figure 7

- ◆ Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8.)

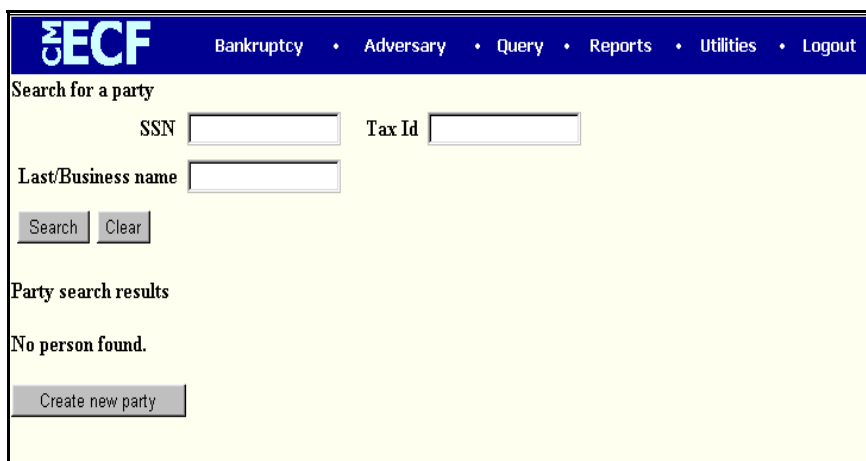


Figure 8

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave *pro se* as **no**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click **[Submit]**.

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
4:01-bk-10896 Julie Ann Yellowbird

Select the Party:

Friendly Finance, (cr:cr) (15941) Add/Create New Party
Yellowbird, Julie Ann (pty:db)

Next Clear

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
4:01-bk-10896 Julie Ann Yellowbird

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ Friendly Finance, (cr:cr) represented by Thomas, A. (aty)

Next Clear

Figure 11

- ◆ Click the box to establish the association between you and the Creditor, or in this case Friendly Finance.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12a.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "File a Motion:" with a link "4:01-bk-10896 Julie Ann Yellowbird". The main area contains instructions: "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label followed by a text input field containing "L:\CM/ECF Train-PDF's\motion or obje" and a "Browse..." button. Below the input field are radio buttons for "Attachments to Document:" with options "No" and "Yes". At the bottom are "Next" and "Clear" buttons.

Figure 12a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

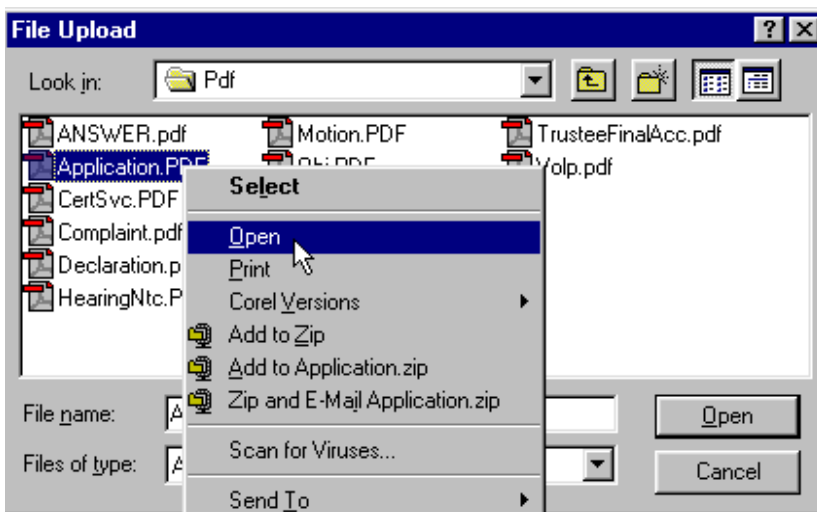


Figure 12b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

(See Figure 12c.)

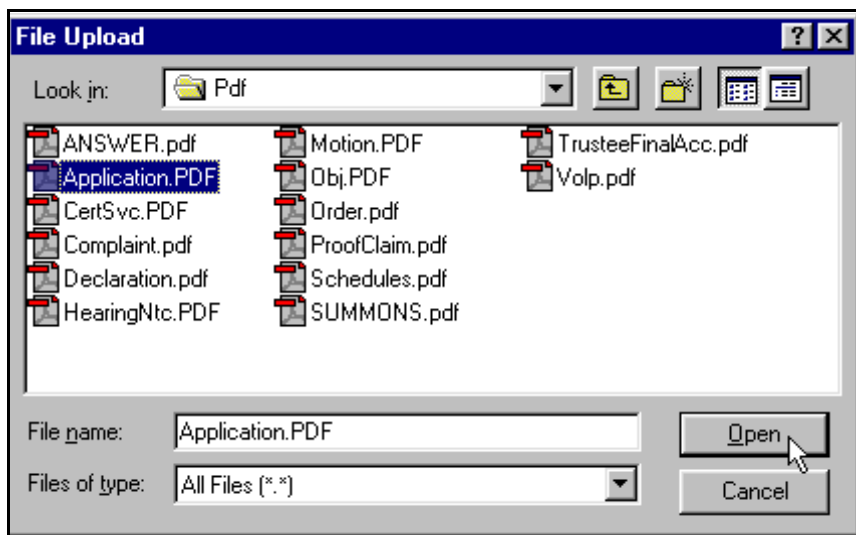


Figure 12c

- ◆ To illustrate the attachment feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt to attach the exhibit to the motion. This exercise will show the process of an attached exhibit.
- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the exhibit.
- ◆ Click **[Next]**.

STEP 13

When you click the **yes** radio button, the **ATTACHMENT** screen displays. (See Figure 13a.)

- ◆ Please note

that the PDF file of the motion is not an **attachment**. An **attachment** is another supporting document, such as supporting affidavits, exhibits, etc.

which are defined by each court.

- ◆ An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.
- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file for the exhibit is located.
- ◆ Double-click the PDF file to select it.
- ◆ Highlight ***Exhibit*** in the **Type** pick list.
- ◆ Enter detail concerning the attachment in the **Description Box**. Follow your local court procedures for use of the **Description Box**.
- ◆ Click **[Add to List]** and the path and file name are added to the **List box**. (See Figure 13b.)

Figure 13b

- ◆ Click **[Next]**.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

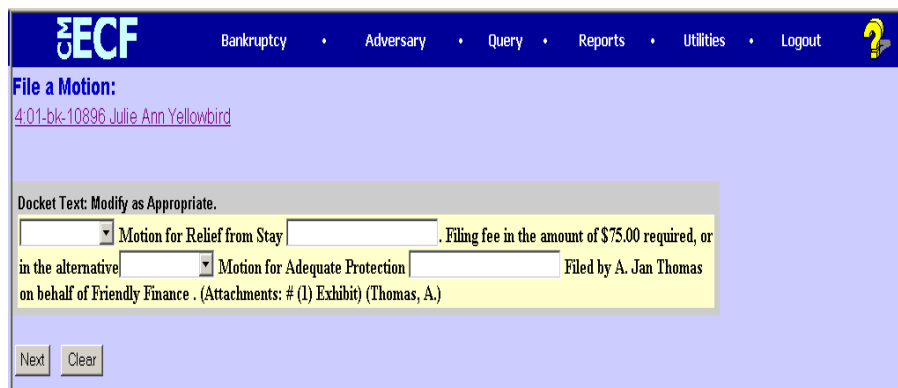
Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

L:\CM/ECF Train-PDF's\Contract Agreement.pdf	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

STEP 14 The **DOCUMENT LINKING** screen appear. (See figure 14)**Figure 14**

- ◆ If appropriate, select the existing document box and click next.

STEP 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)**Figure 15**

- ◆ If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL TEXT EDITING** screen displays. (See Figure 16.)

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case.

The screenshot shows the 'File a Motion' screen in the CM/ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is 'File a Motion:' followed by a case identifier '4:01-bk-10896 Julie Ann Yellowbird'. Below this, a text box labeled 'Docket Text: Final Text' contains the following text: 'Motion for Relief from Stay. Filing fee in the amount of \$75.00 required, or in the alternative Motion for Adequate Protection Filed by A. Jan Thomas on behalf of Friendly Finance. (Attachments: # (1) Exhibit) (Thomas, A.)'. Below the text box, a red 'Attention!!' warning states: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are 'Next' and 'Clear' buttons.

Figure 16

- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See Figure 17.)

File a Motion:
[4:01-bk-10896 Julie Ann Yellowbird](#)

Notice of Electronic Filing

The following transaction was received from Thomas, A. Jan on 11/19/2001 at 11:29 AM CST

Case Name: Julie Ann Yellowbird
Case Number: [4:01-bk-10896](#)
Document Number: [4](#)

Docket Text:
Motion for Relief from Stay. Filing fee in the amount of \$75.00 required, or in the alternative Motion for Adequate Protection Filed by A. Jan Thomas on behalf of Friendly Finance. (Attachments: # (1) Exhibit) (Thomas, A.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:L:/CMECF Train- PDF's/motion or objection.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=990647545 [Date=11/19/2001] [FileNumber=17227-0]
[6a27a0ce7865e5540e789c60f461fcea8473dbd36f6bbdc73cb23977a8127c98cd8a
f471f7561fe09d76c1b0b98614fac2c6a940df1094513cb10523651a9b2]]

Document description:Exhibit
Original filename:L:/CMECF Train- PDF's/Contract Agreement.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=990647545 [Date=11/19/2001] [FileNumber=17227-1]

Figure 17

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the petition just filed. Attorney users will be presented with a PACER login screen to access these features.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.